

Moodle: An Open-Source CMS

In this section, you will experiment with Moodle from the perspective of an administrator and a teacher. Within the teacher sign on, you will additionally change the view to a student view so you can see the minor differences between what a teacher sees and what a student sees.

Prior to Opening Moodle, you will have created a lesson using lodeStar and saved it so that you can import it into Moodle. Next, within lodestar, you will create an export file for Moodle by first setting the default format to IMS so it is compatible with Moodle and then creating an Export file. **First, open your course in Lodestar.**

- 1- Select: Tools Options from the main menu, then select: IMS Content Package (Zip File) and Save Settings.
- 2- With your lesson open, Select: Tools and IMS Manifest Maker from the menu and enter a title and any other metadata. Click on Save Manifest. Close the Window.
3. Select Export from the menu and Create Export File. Take the defaults except for the window MAKE EXPORT. There is a Drop down box and you should select: SCORM 1.3 (Recommended). Then, click on Create Export. **Package created** will appear at bottom of window, then click on Finish button.
- 3- Check in My Computer to make sure the file is there. Check in c:\program files\lodestar\Projects. This will list the project you created and all html pages. Check in c:\program files\lodestar\Exports. This will list the lesson(project) you exported. If you open the folder of the project you created, you will see a zip file. Use winzip (freezip files "MAY NOT" be compatible). This is what will be uploaded into Moodle.

NOW, on to Moodle.....

PRINT these instructions so that you will have them in front of you when you are interacting with Moodle.

1. Open Moodle by using the link provided or by entering:
<http://demo.moodle.com/>. If you receive a message that cookies must be enabled, you will need to select from the menu at the top of the Internet Explorer screen (if Mozilla or Safari, it will be somewhere else): Tools Internet Options and select the Privacy tab. Set your privacy setting to Medium. This will allow cookies.

This will be a live demonstration site and whatever you create during your session will be deleted on the hour. Therefore, notice the time you

begin and if it is within 15 minutes of the hour, you may experiment, but don't make changes like creating a course and importing your lesson until after the start of the hour.

2. Experiment as a TEACHER

- a. Log in with the **teacher** username and **demo** password.
- b. Notice the layout of the screen and the features available. Scroll down and notice that courses are listed by the language in which they are written. You will most likely choose to review courses that are written in English and will have several courses available. Select the course called: **Moodle Features Demo**. Click on it to go into the course.
- c. In the **Settings** section (may be on the left side of the screen or may be on the right side of the screen), you can turn editing on to change the course. You can logout as a teacher and login as a student (so you can view a course you are editing temporarily as a student. Only Administrators can initially create the course, but teachers can add, delete and edit all content.
- d. Scroll down and notice the Topic Outline (for this course) on the left side of the screen.
- e. In the Topic Outline, notice the sections below it including:
 1. Assignments
 2. Chats
 3. Choices
 4. Other
- f. Notice the **Navigation** section. This is a short cut menu to get to the pieces of the course that are listed in the Topic Outline. Click on the plus/minus sign (a toggle button) next to Navigation. Notice My Courses submenu that lists the Features Demo course. Click on the Arrow next to My Courses toggle back and forth to allow/eliminate the list of courses under My Courses. Experiment by selecting any of the links to lesson content in the Topic Outline.
- g. Notice the **Settings** section (You may want to decrease Navigation by clicking on the +/- next to Navigation so you can see the settings section). Click on the plus/minus sign (a toggle button) next to **Settings**. Click on button: **Turn editing on** and you will notice that all of the sections of the course can now be edited. Click on: **Turn editing off**. This is also available at the top of the screen.
- h. Notice under the **Settings** section, a menu item: **Site Administration**. In this menu, notice Users and Courses. You may add users as a teacher, however, the administrator must initially create the course.
- i. Use the Back button on your browser to go back a screen or you can use the links at the top of the page.

3. Experiment as a STUDENT

- a. Logout and back in as **Student demo** (you will become Sam student as the default). You will notice minor differences. The Administration section decreases since as a student, you cannot upload lessons and change the course in any way. Select the Moodle Features Demo. You will notice minor differences from the teacher view.
- b. Click on ([Logout](#)) to log off as a Student.

4. Experiment as an ADMINISTRATOR

- a. Log in with the **admin** username and **demo** password.
- b. As an administrator, you can create new courses and assign teachers to courses, authenticate users and assign students to courses. You will create a course and assign a teacher to be the maintainer.
- c. Scroll down to the **Site Administration** section of the screen under **settings**. Click on the arrow to expand. Click on: **Users**
- d. You will be able to assign teachers, students, etc. here by selecting Permissions. You will do this in a few steps after you have created a course.
- e. In the **Site Administration** section, Click on: **Courses**
- f. Click on: **Add/edit courses**. Then, click on: Add a new course (Default will be in English).
- g. In the Full Name: box, enter a course name (e.g. Intro to Technology).
- h. You may complete any of the boxes below if you like. Make sure the start date of the course is set to today or it won't show up in your course listing.
- i. Scroll down and Click on the button: **Save changes**.
- j. Click on **Continue** if a screen requiring it appears.
- k. Click on the button: **Enroll users** and Select the teacher role, then add: **teacher demo** as the teacher of the course. You may add any teacher or you as the Administrator of the course. If you assign someone other than teacher demo, you will not be able to edit the course as the teacher, so I suggest you assign the teacher demo. Add Sam student. Click **enroll user** again or click on the X to close the window. Under enrollment methods, click on the pencil and Make sure **Enrollment starts** is set to today's date for both the teacher and the student. Save changes.
- l. At the top of the screen, you can click the link to go back to the main screen: **Tech course or course name you used**. OR you can click at the bottom of the screen on the **course name** (e.g. **Intro to Tech?**) and begin editing the course. Logout.

5. Experiment as an TEACHER

- a. In this section, you will create a text resource and import the course lesson you created using Iodestar.

- b. Sign in as teacher demo and select the course.
- c. Turn editing on.
- d. In the first week, Click on: **Add a resource and Page.**
- e. Give it a name, enter some text and select button: **Save and return to course.**
- f. Turn editing off. Click on the Resource text you created and view it. You can see the same thing if you change the view to student.

Now you will import your Lodestar lesson. The following instructions can also be found in Module 6: lodeStar and [Instructions on how to use lodeStar for Moodle.pdf](#)

- g. You are signed in as teacher demo at this time and prior to this (as an Admin), you created a new course and assigned the teacher demo as a teacher in this course. Therefore, you can upload lesson files and add them as resources in the course.
- h. Turn editing on.
- i. Select the down arrow for **Add a Resource** and select: **Add an IMS Content Package.**
- j. Enter a title for this lesson you created in LodeStar. I will use Intro. to the course- presenter.
- k. Scroll down to: **Choose a file.**
- l. Select: **Upload a File.** Then, Browse and find your file you prepared from lodestar. It is likely in: C:\Program Files\lodeStar\Exports\... and should automatically appear. Again, select **Upload this file.** It will be a zip file.
- m. Scroll down and Click **Save and return to course.**
- n. Select the link to the lesson.
- o. Select the Lesson and try it out as either teacher or student.
- p. **You MAY see a message:** This IMS Content Package is not deployed. Click: **Deploy.** If you see this message, it will state: Package Loaded. Click: **View IMS content package.** Click on: **the course number/course name link** at the top of the page to return to the course outline.
- q. Switch role to student and you should see the same interaction.
- r. You may wish to **Add an ACTIVITY** for another week and add the CBI course SCORM Package.
- s. You may also wish to **Add a Resource and URL.** Enter a URL SUCH AS: [http://personal.stthomas.edu/Cabagley/Dreamweaver Example Site/](http://personal.stthomas.edu/Cabagley/Dreamweaver%20Example%20Site/) and select: Choose a link and URL Downloader. Then, select: Save and Return to Course. Select the link to run it.

CONGRATULATIONS! You did it. Logout and close Moodle.